



## **Stock Clerk, Lead**

**Job Code: 0063**

Originated: 06/02

Salary Grade: 1250

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 25

Supervisory: Lead

HR Ordinance Status: Classified

### **CLASS SUMMARY**

Coordinates surplus property, stores and central receiving and delivery and provides lead direction to Stock Clerks.

### **DISTINGUISHING CHARACTERISTICS**

The Lead Stock Clerk is distinguished from the Stock Clerk by the performance of lead responsibilities by the former. This is not a supervisory job classification.

### **ESSENTIAL FUNCTIONS**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Coordinates the daily activities of the Stock Clerks.
- Re-orders stock and inputs to automated Inventory Restock Order program. Researches utilizing data base to monitor minimum/maximum levels and addition/deletions from inventory to provide goods to meet demands.
- Coordinates surplus program, checking in property, pricing items, assigning lots, entering data, printing labels and reports and coordinating sales.
- Processes receiving/shipping items; loads and unloads boxes, crates and pallets and performs quality control for items received.
- Maintains a clean and orderly warehouse and dock area.
- Performs the duties of the Stock Clerk classification.
- Makes daily deliveries driving pick-up or box van operating an auto lift or pull out ramp.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

##### **Knowledge of:**

Inventory control, systems and procedures.

Basic receiving and distribution methods.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

##### **Ability to:**

Inspect materials for compliance with specification.

Read, compose and comprehend simple instructions, short correspondence and memos.

Maintain a neat and orderly warehouse.

Follow oral and written instructions.

Comprehend and make inferences from written material and verbal and/or written instructions.

Work with numbers, type and perform a variety of clerical tasks relating to warehousing.

Accurately record numeric data and maintain logs using manual and automated systems.

Complete a variety of shipping and receiving documents.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Provide lead supervision to subordinate staff including assigning work, reviewing work for accuracy and completeness and answering questions concerning work procedures and day-to-day problems.

Establish and maintain effective working relationships with City staff, vendors and the general public.

Complete required OSHA/Safety Training as required.

**Education and Experience:**

A high school diploma or GED equivalent and two years experience in a warehousing operation.

**Licensing and Other Requirements:**

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under general supervision of the Purchasing Operations Manager in the Financial Services Department and within standard operating procedures.
- No formal supervisory responsibilities but may lead and monitor the workload of the Stock Clerks as needed.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is performed in a normal City office environment and warehouse facility.

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- Discern warning and safety alarms such as vehicle backup alarms.
- Lift and carry boxes, crates and stores supplies weighing up to 50 pounds.
- Operate warehouse equipment such as pallet jacks, a forklift and City vehicles requiring hand/eye coordination and vision and depth perception.
- Perform manual work that requires standing and walking/moving continuous periods of time, bending, stooping, reaching arms above head, climbing elevations.
- Moderate exposure to dust, noise, inclement weather, temperature extremes and unpleasant odors.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Operate a motor vehicle and travel to/from various City locations.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*